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"To enrich lives through effective and caring service"

May 24, 2011

To: Each Supervisor

From: Tom Tindall
Director

Subject: **INTERIM REPORT ON ELEVATOR REPAIR COSTS
(AGENDA OF MAY 17, 2011)**

On May 17, 2011, your Board directed ISD to identify the cost to install new elevator equipment in the Hall of Administration and the Stanley Mosk Courthouse. ISD will develop the requested cost estimates, work with the Chief Executive Office to identify funding recommendations, and report to your Board by June 15, 2011.

At the May 17 meeting, your Board also discussed the Hall of Administration elevator alarm systems and the 8th floor water leak that occurred on May 13, 2011. The remainder of this memo discusses these issues.

The Hall of Administration contains 11 elevators. ISD inspects each elevator on weekly and monthly schedules. The State inspects all elevators on an annual basis. The Hall's elevators meet applicable code requirements, as do all ISD-maintained elevators. All ISD-maintained elevators have audible alarms and in-cab telephones, which elevator passengers can activate to report problems to the County operator. Recently, ISD upgraded the audible alarm system in the Hall elevators to automatically alert the duty officer at the 2nd floor Sheriff's station. This should improve response time to entrapment incidents.

The May 13, 2011, water leak resulted from routine maintenance work to replace heating and air conditioning water coils located above the 8th floor ceiling. An ISD mechanic opened several coil drain lines to facilitate the re-filling of the systems and purge air from the pipes. As a result, the water overflowed drain pans located below each coil and leaked through the ceiling into work areas of the 2nd, 3rd and 4th Supervisorial District offices. We are reviewing this incident and will modify our maintenance routines accordingly.

We will report back to your Board with elevator cost estimates by June 15, 2011. If you have any questions, please contact me at 323-267-2101.

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c: Chief Executive Officer
Deputy Chief Executive Officer, Operations Cluster
Executive Officer, Board of Supervisors
ISD Board Deputies